



**Mitchell E. Daniels, Jr.**  
Governor

**Judith A. Monroe, M.D.**  
State Health Commissioner

# Indiana State Department of Health

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To: Chief Financial Officers:

This year the Indiana State Department of Health has reviewed data collection and the annual reports required of hospitals. While certain data is required to be collected by law, we wanted to ensure that data collected is useful to the public, the ISDH, and hospitals. We recognized that our electronic collection system was limited and difficult to use. We also wanted to eliminate paper reporting of information because electronic reporting makes sense for everyone.

A new electronic reporting system through the ISDH Health Data Portal is now ready for the submission of the Hospital Fiscal Report, the Hospital Service Report, and, soon, the Community Benefit Report for Non-Profit Hospitals. This electronic reporting system will eventually include a way to submit Adobe Acrobat PDF copies of the Annual Audited Financial Statements and the Medicare Cost Report.

To access the new electronic reporting system you must register to use the Acute Care portion of the ISDH Health Data Portal (the same location that Serious Adverse Events are reported). Once registered for use of this portal you can enter your required reports, make changes to them whenever you wish, and print them for your records. If you have already submitted your 2008 reports we ask that you resubmit them through the ISDH Health Data Portal.

Instructions for registration are included with this notice. If you have problems with the registration or entering your reports please contact Matt Doades at (317) 233-7364 or [mdoades@isdh.in.gov](mailto:mdoades@isdh.in.gov) or Burton Garten at (317) 233-7948 or [bgarten@isdh.in.gov](mailto:bgarten@isdh.in.gov).

We also ask that the Audited Financial Statement and the Medicare Cost Report be reported to us in Adobe Acrobat PDF via email to Matt Doades. If your contractor normally sends us paper reports please notify them that we prefer an Adobe Acrobat PDF of the report.

We believe that the new electronic reporting method through the ISDH Health Data Portal will be convenient and also provide you a way of knowing what reports you have submitted and which ones are still due. In addition we both can save on the cost of paper and postage.

The old electronic reporting system that was used for submission of the Hospital Fiscal and Hospital Service Reports will no longer be available.

Thank you for your understanding and cooperation. If you have any questions please contact Matt Doades or Burton Garten.

Sincerely,

Terry Whitson  
Assistant Commissioner  
Health Care Regulatory Services

# ISDH Health Data Center - Gateway REGISTRATION

Note: These registration instructions are specific to Acute Care Hospital Forms.

## For New Users Registering your Account

### 1. Access the ISDH Health Data Center - Gateway

From your web browser, open the Gateway at:

<https://healthdatacenter.isdh.in.gov/Gateway/RegisterUser.aspx>

### 2. General Demographic Information

- Enter required information marked with a blue asterisk.
- The Acute Care Hospital Forms Security Code is [AcuteCare2008](#)
- Choose your Organization Type and Organization you will be submitting for in the Acute Care Hospital Forms section.
- If you would like a confirmation email sent to the email address registered, check “**Send me a confirmation email**”.

### 3. Submit

When finished, click “Submit”.

You are now registered for the ISDH Health Data Center – Gateway, and can log into Gateway at <https://healthdatacenter.isdh.in.gov/> using your registered username and password.

When logged in Gateway, you will see an “Acute Care” link. It will be “pending verification” until ISDH verifies the user and organization submitting events. If verification has taken longer than 24hours, please send a message via “Contact Us” on the top right corner of the screen.

If any changes need to be made to your account, they can be modified within Gateway under “**MyProfile**”.